

INSERT YOUR STATE NAME HERE

COMMUNITY SERVICES BLOCK GRANT

INSTRUCTIONS MANUAL

For Agency Use in Completing the
FY 2008
CSBG Information System Survey

Completed FY 2008 Agency-wide survey is due no later than **INSERT DATE HERE** to:

INSERT YOUR CONTACT INFORMATION HERE.

May 2008

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Overview of the 2008 CSBG/IS Forms

All data, whether or not funded directly by CSBG, should be reported in Sections D, F, and G in part I, and in the National Performance Indicators in Part II. The FY 2008 CSBG Information Survey has not changed. However, below we have provided additional clarification to the instructions.

What's New This Year

Part I: Section D **Accomplishments, Success Stories, and Innovations** Please provide one narrative for your agency in Item 1. Please provide only one narrative for Items 2, 3, and 4. Please provide one narrative for both a youth-focused and a senior-focused initiative in Item 5.

Part I: Section E Clarification has been added to emphasize that all CSBG expenditures should be reported by your agency, which includes any funds spent from FY 2007 CSBG, FY 2008 CSBG and any Discretionary funds expended during your states reporting period.

Classifying Programs and Projects The exception for homeless programs has been removed. Definitions of homeless programs have been added to applicable Section E terminology categories.

Family Development/Intervention for Family Stabilization The first sentence has been changed to read “This refers to resource mobilization by agency workers who either provide or have provided case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs.”

Part I: Section F **Other Resources Generated by the CSBG Network** A definition has been provided explaining that in this section agencies should report the total amount of federal and state funds that were awarded or allocated.

Federal Resources (other than CSBG) The last statement in Item I.2, “This amount should be the same as that reported in Section A.2.a and A.2.c,” has been removed.

Community Food and Nutrition (HHS) has been grayed out to show that this program no longer exists.

Under Subsections I and II, Items I.3.x and II.p no longer require the listing of funds in order of size.

Item II.b has been clarified to state that included in this category are housing tax credits.

Part I: Section G

Program Participant Characteristics The portion of the first sentence reading, “whose support comes in whole or in part from the Community Services Block Grant (CSBG)” has been removed.

Preliminary Items Item 4 includes clarification and examples to assist in determining what individuals can be counted in the **total unduplicated number of persons about whom no characteristics were obtained**.

Characteristics of Individual Program Participants Receiving Services Items 9.I.a through 9.II.f are clarified by the addition of Race and Ethnicity definitions from the U.S. Census Bureau.

Characteristics of Families Receiving Services Item 14.b now asks for the unduplicated number of families reporting zero income, to clarify that this number should only reflect those families that have absolutely no income coming into their households from any source.

Matters of Emphasis

Part I: Section E

Service Category 10, Other While we have included this category specifically to identify *significant* initiatives, almost all CAA activities can be best described by one of the nine primary service categories listed in Section E. Please use this category *only* if a project clearly does not fit. ***In most cases we do not expect this category to contain any data.*** We encourage you to call us with any questions you might have.

Administrative Costs Please refer to OCS Information Memorandum 37 for detailed direction on how to report administrative costs in the CSBG/IS survey. We are making a concerted effort to report our administrative costs as accurately as possible, as this item could have legislative impact on CSBG in the future. As IM 37 indicates, **not all indirect expenses are "administrative,"** especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs.

Part I: Section F

Federal and State “Other” Please ensure that your agency has not entered any programs in Federal or state “other” that belong in one of the general categories offered. NASCSP does not want to have to return the data to you for re-entry in the appropriate category. For any program legitimately listed in the “other” subcategories (Items I.3.1 Other HHS, I.3.x Other Federal, and II.p Other State), **please provide as much detail as possible, including the full funding program name and the amount of program funding received.**

Also, please make sure that all sources reported by your agency in Subsection I are of *federal* origin, while all sources reported in Subsection II are of *state* origin, i.e., are appropriated or designated from state revenues by the state's government. PLEASE DO NOT USE ACRONYMS. INCLUDE THE FULL NAME OF THE PROGRAM.

For your convenience, we have included a list of Federal programs from the Catalog of Federal Domestic Assistance (CFDA as Appendix B to these instructions). You may find it helpful to distribute Appendix B to your grantees to help ensure that programs are listed in the proper location within Section F.

Federal and State Resources CAAs that administer housing programs may report those resources in the CSBG/IS as long as the programs fall under the auspice of the CSBG-required tri-partite board. Traditional funding sources include USDA and HUD federal programs. In addition, these outcomes may also be reported in Part II under Indicators 1.2, 1.3, 2.1, 3.2, and 6.2.

Part I: Section G

Changes to Format You will notice that Section G has been renumbered since last year.

Race Categories have been updated to match the Census information that many agencies are required to maintain for other programs.

Education Levels of Adults Clarification has been added to indicate that Item F pertains only to adults age 24 and older.

Checking Category Totals With the exception of the "Other Characteristics" (Item 11) and "Source of Family Income" (Item 14), the sums of all categories should be consistent with items 3 or 5 at the top of the section. For example, if all individuals providing information reported their age, the sum of individuals in the "Age" category (Item 8.a - Item 8.h) would be equal to the total unduplicated number of persons for whom characteristics were obtained (Item 3). In no case should the sum of answers to questions of characteristics exceed the number of individuals or families reporting (Item 3 and Item 5).

Total # of Respondents In Item 11.a-11.b, “Other Characteristics,” we are asking for the number of persons with the specific condition and also for the total number who were surveyed. In Item 14.a we are seeking an unduplicated number of families who list one or more sources of income. These figures will make it possible for us to identify the total number of responses to these questions.

Source of Family Income Item 14.b has been clarified to specify Unduplicated # of Families Reporting that they have No Income. This is NOT a count of families about whom no income data was created.
Enter the unduplicated number of families that report no source of income.

Introduction and History

This is the twenty-fourth year in which there has been a survey of state uses of federal CSBG funds. The first comprehensive survey was conducted on 1983 operations in a cooperative venture between the National Association for State Community Services Programs (NASCSPP) and the National Governors' Association, with outside assistance from the Center for Community Futures. This led to the development of the National Voluntary Reporting System, or NVRS.

The surveys of FY 1984, 1985, and 1986 activity were conducted by the Center for Community Futures with guidance from the Data Collection Committee of NASCSPP.

The FY 1987 through 2006 surveys were conducted by NASCSPP. In FY 2001, reporting on the Information System Survey became a federal requirement. These surveys and the reports they generated were amended to focus on information of special interest to state and federal policymakers, such as the relationship of CSBG to other funding sources and the development of innovative programs. The FY 2008 survey incorporates the lessons learned from earlier data collection practices and the analysis of this information. Changes are discussed and agreed upon by the Information System Task Force (ISTF), which includes members from across the CSBG network as well as other stakeholders and partners.

INSTRUCTIONS FOR PART I: SECTION D

Accomplishments, Success Stories and Innovations

All data, whether or not funded directly by CSBG, should be reported in Section D.

Section D calls for narrative descriptions that provide a human face to the facts and figures reported elsewhere in this survey. It is this section that provides a framework for understanding how the CSBG works to improve the lives of low-income families and communities.

This section consists of five questions. The first question focuses on management and program accomplishments, the second focuses on the successes of those served by the CSBG, the third addresses innovative programs, and the last two questions address coordination and mobilization of resources to provide services.

Item 1 **State CSBG management**

“What do you consider to be the top *management or program accomplishments* achieved by both your agency and your state during the FY 2008 program year?”

This question asks for you to describe efforts by the state office or by your agency to improve the management of CSBG-funded agencies and/or improve program services. For example, was a new reporting or planning system implemented? Was special training provided? Was a new program activity created? Please provide a substantive description of why the accomplishment you describe is a positive achievement. This question should not be answered using local examples unless the state managers played an active role and that role is clearly described.

Item 2 **Local agency program management**

“Please provide one narrative or anecdotal account of how a local CSBG program (a) eliminated a cause of poverty, or (b) eliminated a condition of poverty so that one or more *households moved out of poverty status*. Please indicate whether the activity was completely funded by the CSBG, or if not, why the CSBG was important to the outcome.”

This question asks your agency to provide a description of how an individual, family or community was successfully served by your agency using CSBG funds.

Item 3 **Innovative statewide or local agency programs**

“Please provide a description of one *innovative program* funded at least in part by the CSBG that has demonstrated success in eliminating a cause or condition of poverty.”

This question seeks information on new and successful approaches or programs. The purpose of this question is to share *how* CSBG-supported activities creatively solve community and/or family problems.

Item 4 **Mobilization and coordination of resources**

“Please describe one project or activity that linked resources from several sources to mobilize or coordinate a solution to a poverty problem in the community.”

The purpose of this question is to show CSBG “at work” as it funds staff activities, investments, or services that meet a previously unmet community need. Agencies are to report one narrative for this question. You may take as much space as you need and include any pertinent information. However, the elements detailed in the form must be included in the narrative for it to be effective.

See Appendix A for sample narratives for this question.

Item 5 **Senior and youth programs**

“Please provide brief descriptions of one youth-focused and one senior-focused initiative that describe how funding was used and coordinated with other programs and resources.”

These narratives do not need as much detail about how each element works in coordination with others as the description asked for in question 4, above. Agencies are to report one narrative for each type of initiative. We expect less than a half page for each narrative. Please focus on the elements in the list of items to include.

INSTRUCTIONS FOR PART I: SECTION E

2008 Dollars Spent by Service Category and Special Age Group

Section E focuses on detailed information about the services that were provided to low-income people and communities with CSBG resources in 2008. **This section should account for all CSBG dollars expended by eligible entities, including any previous fiscal year's funds, any current fiscal year funds, and any discretionary funds spent during your state's CSBG program year.**

Section E, Table 1 consists of nine categories of services: Employment; Education; Income Management; Housing; Emergency Services; Nutrition; Linkages with Other Programs; Self-Sufficiency; and Health. For each category of services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended (questions about the amounts of all other federal, state, local and private funds expended have been eliminated). Table 1 **should include** CSBG data on the special age groups, which are listed separately in Table 2.

In addition to the nine categories listed above, there is an additional category, “**Other.**” This category is provided to capture any information on *significant* activities that are funded by the CSBG but are not included in the other nine categories. *Most activities can be properly included in the nine provided categories. Please avoid use of this category whenever possible.*

Section E, Table 2 is included in response to Congressional interest in programs for two specific groups: youth and seniors. Youth and senior programs are those primarily directed at program participants in those two age categories. All CSBG funding reported in Table 2 should be extracted from data already included in Table 1, i.e. youth and senior programs should be reported under the traditional nine CSBG service categories in Table 1 as well as in Table 2.

We have included detailed information describing what activities are covered within each service category in the two tables in the terminology section of these instructions (pages 12-23). This will help ensure that you can uniformly assign activities within each service category.

General activities that will make the data for this section easier to collect:

- Identify all of your agency's projects/programs, including the discretionary grants received from the state, and the amount of CSBG funds spent for each. Attribute all expenditures to the identified categories. You will be asked to determine how much of the total expenditures of your CSBG expenditures went to administrative costs. However, *these administrative costs should also be included in the expenditures for the services they help make possible.*
- Decide how to classify each project/program. Determine its *primary* purpose, and then assign it to whichever of the nine CSBG categories it most closely matches. If it truly does not fit into any one of the defined categories, put it in “Other” and include a description of the program.

Basic Definitions

The steps above contain terms with specific meanings for this section of the CSBG/IS.

- A **program, project or service** is the smallest activity for which CSBG agencies can reasonably be expected to keep track of dollars spent. CSBG/IS has historically referred to these activities as projects. Many agencies consider their activities “programs” or ongoing “services.” Ideally, a CSBG project is designed to fit in one of the nine CSBG service category areas, it follows one implementation strategy, and it is targeted to serve one low-income group.
- Often in practice, CSBG projects have multiple purposes, strategies, and recipient groups. Only the **primary purpose** of a project can be considered in determining where in Section E to enter its data; since dollars spent on the secondary and tertiary purposes of projects cannot be identified by the CSBG operator (or they would be projects in their own right), they must be ignored.
- **Administrative costs for CSBG reporting** are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services” (<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im37.html>).

PLEASE NOTE: It is important to remember that all indirect expenses are not “administration”, especially if they are paying for the salaries of persons engaged in making linkages that mobilize funds or coordinate programs. CSBG is unique among federal programs in part because “linkages” is a service CSBG funds, not an administrative item. Similarly, when CSBG provides administrative funding for programs of other community organizations because there is a partnership with your agencies own programs, these expenses may well be either Linkages projects or classified as the type of program being operated with the funds.

Entering data into the Section E Tables

Preliminary step:

Agency Reporting: Please identify your agency name

Section E, Table 1 has 10 rows. Table 2 has two rows which require data.

Tables 1 & 3, Rows 1-12

Service Category

The rows of the Section E Table list each of the nine established service categories and one additional “other” category:

1. Employment
2. Education
3. Income Management
4. Housing
5. Emergency Services
6. Nutrition
7. Linkages
8. Self-Sufficiency
9. Health
10. Other

The first nine service categories comprise the primary rows into which CSBG expenditure data will be entered. Please keep in mind that the final service category, “Other” should be used *only* when activities do not fit within the nine established categories.

IMPORTANT

If the established nine categories are not adequate to reflect the breadth of your state’s programs, please provide an attachment describing the items included under “Other” so that we can design a more comprehensive system.

Table 1: CSBG by Service Category, FY 2008

This table includes all programs offered by your agency including those for youth and seniors which are identified specifically in Table 2.

CSBG Funds

Report all CSBG funds used to support the activity in the specific service category. *Administrative costs supported by the CSBG should be included as costs of providing a given service.*

Administrative Costs

Enter the amount of the CSBG funds reported in Table 1 which were expended for administrative purposes. Administrative costs are those which aren't readily assignable to a particular program funding stream, but rather relate to the general management of the grantee organization.

Table 2: Funds for Services by Special Age Group Category, FY 2008

This table contains programs that were already included under the nine service categories listed above in Table 1.

Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-17 or 12-21).

Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

CSBG Funds

Report all CSBG funds used to support the activity serving the specific age group category. *Administrative costs supported by the CSBG should be included as costs of providing a given service.*

Classifying Programs and Projects

In general, CSBG projects are not classified by the type of low-income group served--children, teenagers, or the elderly. They are classified by the poverty-causing conditions listed in the CSBG Act--lack of a job, lack of adequate education, lack of decent housing, poor nutrition, etc. For example, data on a nutrition project for the elderly would be entered in the Nutrition Service category, and an elderly employment project would go in the Employment Service category.

The premise of the classification of CSBG services upon which the CSBG/IS has been based is that all projects funded with CSBG funds fit into one of the categories mentioned in the CSBG Act. As some states have developed initiatives that do not fit neatly in these categories but are designed to eliminate a cause of poverty, two more categories (Self-Sufficiency and Health) have been developed for the CSBG/IS and a third (Other) may be used to report significant initiatives in your state which do not fit the nine categories offered.

Several types of support services theoretically can be provided for each of the nine CSBG categories. For example, transportation can be a support service to a project in the education and nutrition categories, and information-and-referral can be a support service in the employment and housing categories. Comprehensive transportation and information and referral projects that serve several of the primary categories should be included in the Linkages service category *only* if they operate as a separate administrative or program unit. If they are support activities, put them in with the primary project or program supported.

Discretionary Projects

Most projects funded from the State's CSBG discretionary funds, whether to eligible entities or other organizations, would be classified just like local pass-through projects. However, certain statewide projects have special classifications.

Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus, would be entered in the Income Management category. Data collection projects, except needs assessments, would also be entered here.

Grants to support participation in planning and/or coordinating services for low-income groups should be included in the Linkages Service category. Also included in this part of Section E are statewide Brokerage/Advocacy Projects, statewide study grants, or funding for statewide forums, conferences or coalitions.

SECTION E TERMINOLOGY

Service Category 1 - Employment

Definitions of specific activities to be included in the Employment Service category are as follows:

Information and Referral (I & R)

- Information about employment and job training services.
- Referral to community programs.

Job Counseling

- Periodic counseling of un- or under-employed participants, including help with job hunting skills, formation of job clubs or identification of jobs.
- Can include I & R activities.

Job Placement/Development

Consists of comprehensive projects to get jobs for low-income persons.

- Development means finding vacant positions for which employers agree to interview low-income job seekers.
- Placement includes setting up job interviews for participating job hunters.
- Can include job counseling, job banks and I & R activities.

On-the-Job Training (OJT)

On-the-Job Training (OJT) activities to enhance the skills of working persons during their hours of employment.

Summer Youth Jobs (OJT)

Summer jobs for low-income young people, providing them income, work experience, and perhaps OJT.

Head Start Staff/OJT

Use of CSBG resources for OJT projects for Head Start staff, in support of that HHS program.

Weatherization Crew (OJT)

Use of CSBG resources for OJT projects for crews and staff, in support of DOE or other weatherization assistance programs.

Other OJT

Other OJT projects of local CSBG agencies, such as adult work experience, or career development for the staff of local CSBG agencies.

Employment Generating Projects

- Businesses, services or projects supported or run by local CSBG agencies to provide new job opportunities for low-income people.
- Can also include part-time income-enhancing projects such as establishing produce markets to sell surplus produce from community gardens.

Skills Training

- Training in skills for which there are immediate or reoccurring job opportunities.
- Includes training in word processing, welding, job hunting and similar skills.

Other Employment Projects

- Includes support of Green Thumb and projects to assist in finding jobs for such groups as the elderly, ex-offenders and single mothers.
- Can include provision of transportation to employment project participants and support for Department of Labor programs such as welfare-to-work and former Job Training Partnership Act (JTPA) programs consolidated under the Workforce Investment Act (WIA).

Interagency and Statewide Planning and Coordination

- Participation by CSBG agencies in the local planning and coordination of the Workforce Investment Act (WIA).
- Participation by CSBG agencies in local, regional or statewide planning and/or coordination of other community employment programs.

Community Organization and Brokerage/Advocacy

Projects to mobilize community resources to meet the employment and job training needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor, and to arrange for partnerships and coordinated initiatives in employment projects.

Homeless Programs

Any of the above activities specifically targeted to the homeless population

Service Category 2 - Education

Definitions of specific activities to be included in the Education Service category are as follows:

Information and Referral

- Information about educational opportunities.
- Referral to community programs.

Counseling and Guidance

Providing advice and guidance to low-income youths and adults about their educational aspirations and opportunities. These services may come in the form of:

- Counseling for at-risk students and dropouts;
- Students seeking scholarships to a college or technical school; or

- Adults seeking educational resources.

Public Education and Public Information

Educational or informational activities conducted by local CSBG agencies to inform the general public about the problems and solutions of poverty in their communities.

Head Start Support

Use of CSBG resources to supplement and improve the educational quality of the Head Start programs that are run by local CSBG agencies.

Day Care and Child Development

- Childcare and/or classes, frequently providing both child development instruction and support for working parents.
- Direct instruction in parenting skills.

Adult Basic Education (ABE), GED Instruction and/or Other Instruction

- Classes preparatory to obtaining a high-school equivalency certificate (GED), literacy skills, basic math skills, and English language, as well as all other instruction, workshops and tutoring.
- May also include classes in alternative education for high school dropouts, craft workshops, etc.

Other Education Projects

- Provision of transportation to education project participants.
- Scholarship programs for low-income students.
- In-school dropout prevention.
- Tutoring and counseling, etc.

Interagency and Statewide Planning and Coordination

Cooperation in meeting community education needs through:

- Interagency planning and/or coordination, and
- Statewide meetings or conferences to educate the general public or policymakers about the needs of low-income groups.
- Includes coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions for the statewide needs of low-income groups.

Community Organization/and Brokerage/Advocacy

- Projects to mobilize community resources to meet the educational needs of low-income persons,
- to increase community or employer awareness of identified employment and training needs of the poor,
- and to arrange for partnerships and coordinated initiatives in education projects.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Service Category 3 - Income Management

All CSBG-funded energy efficiency activities should be included here.

Definitions of specific activities to be included in the Income Management Service category are as follows:

Household Financial Counseling and Information and Referral

- Providing information and referral about income management and counseling,
- instructing low-income individuals and families about preparing and implementing household budgets, and
- assisting with personal, credit and general consumer education issues.

Income Tax Counseling

Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports, and informing them about the availability of credits and benefits.

Alternative Energy Installations, Public Information (Energy Conservation, Residential Energy Conservation Workshops, Weatherization Support)

- Workshops for low-income people or the general public on do-it-yourself home energy conservation measures.
- The use of CSBG resources to supplement the DOE or other state and federal weatherization programs run by local CSBG agencies with the objective of obtaining greater residential energy savings for low-income families.
- Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.

Other Income Management Projects

Other projects to assist low-income persons to make better use of available income, such as organizing credit unions, food co-ops and car pools or van pools.

Interagency or Statewide Planning and Coordination

Participation in interagency local or statewide planning and/or coordination to meet community needs in areas such as residential energy conservation, tax preparation, consumer education, etc.

Community Organization and Brokerage/Advocacy

- Projects to mobilize community resources to identify or meet the needs of low-income persons to preserve income.
- Projects to increase local awareness of the identified needs of low-income populations to stretch their income and to arrange for partnership and coordinated initiatives in income management projects.

Better Use of CSBG Resources

Initiatives that pioneer more effective CSBG uses.

- Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus.
- Data collection projects, except needs assessments.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Service Category 4 - Housing

Definitions of specific activities to be included in the Housing Service category are as follows:

Information and Referral

- Information about housing services.
- Referral to existing community programs.

Homeownership Counseling/Loan Assistance

Counseling on homeownership for low-income people, including assistance completing applications for HUD and Rural Development (formerly FmHA) home loan programs.

Other Housing Counseling and Landlord/Tenant Advocacy

Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations, as well as fair housing concerns.

Home Repair/Rehabilitation

- Provision of home repair and residential rehabilitation services to elderly and other low-income households.
- Can include home maintenance workshops.

Other Housing Programs

- Support for group homes;
- Meeting safety and health code standards;
- Home construction for low-income families;
- Urban homesteading;
- Provision of transportation to housing project participants; or
- Initiatives to enforce the Community Reinvestment Act.

Interagency and Statewide Planning and Coordination

Cooperation in meeting community housing needs through interagency or statewide planning and/or coordination.

- Can include participation in preparation of applications from local governments for Community Development Block Grant funds, rural water and wastewater facilities and Section 8 Housing.

Community Organization and Brokerage/Advocacy

Projects to mobilize the resources of communities to identify or meet the housing needs of low-income families.

Homeless Programs

Any of the above activities specifically targeted to the homeless population

Service Category 5 - Emergency Services

Definitions of specific activities to be included in the Emergency Services category are as follows:

Information & Referral

- Information about emergency and disaster relief services.
- Referrals to existing community programs.

Cash Assistance/Loans

One-time payments or short-term loans to families or individuals to help meet emergency needs for shelter, food, clothing, fuel, etc.

Emergency Energy Support

- Use of CSBG resources to amplify or supplement the crisis assistance or fuel payment aspects of any home energy assistance programs that are run by local CSBG agencies.
- Any CSBG resources used to make emergency energy payments, energy-related repairs, energy-related advocacy and/or crisis interventions, especially with energy suppliers.

Crisis Intervention & Crisis Case Management

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse, illness or unemployment.

- Includes temporary shelter for battered women and crisis hotlines.
- Can also include mediation or cases where the loss of benefits from programs such as TANF or Food Stamps causes family emergencies.

Donated Goods/Services/Cash

Mobilizing, storing and distributing donations of money, food, clothing, furniture, wood and other fuels, and professional services to help families and individuals meet one-time emergencies or recover from disasters.

Other Emergency Services

Can include services such as transportation to meet family emergencies and the provision of legal aid.

Homeless Aid

Temporary shelter and/or food programs for the homeless.

- Can include other help, such as clothing, medical care and shelter construction.

Interagency or Statewide Planning and Coordination

Cooperation in meeting community emergency or disaster relief needs through interagency planning and/or coordination.

Community Organization, Brokerage/Advocacy

- Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- Projects to increase the awareness of the identified emergency or disaster relief needs of low-income groups.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Service Category 6 - Nutrition

Definitions of specific activities to be included in the Nutrition Service category are as follows:

Information and Referral/Counseling

- Information about nutrition services.
- Referral to community programs.
- Can include short-term or one-time counseling to individuals or groups about nutrition, diet and food preparation.

Surplus Food/Commodities Distribution

Use of CSBG resources to store and distribute surplus USDA agricultural commodities and other federally provided emergency food to low-income persons.

Food Pantries/Shelves

Organization or operation of community distribution outlets of locally donated food -- such as dented canned goods and overstocked produce -- to low-income persons. This also includes assistance to regional food banks for preparation of food baskets.

Hot Meals

Providing hot breakfasts, lunches or dinners to low-income children, adults or elderly. This includes congregate or home-delivered meals.

Gardening/Canning/Self-Help Production

Assistance with neighborhood or community gardens to improve the diets of low-income families or operation of community canneries, or other projects to assist low-income families with preserving fruits, vegetables and meats.

Nutrition Education/Comprehensive Counseling

Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and infant nutrition training, etc.

Other Nutrition Projects

Use of CSBG resources to amplify or supplement the Women, Infants and Children (WIC) program; summer feeding programs for children; provision of transportation to nutrition project participants; etc.

Interagency and Statewide Planning and Coordination

Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.

Community Organization and Brokerage/Advocacy

Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Thanksgiving basket campaigns and projects to increase local awareness of identified nutritional needs of low-income groups.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Service Category 7 - Linkages

Definitions of specific activities to be included in the Linkages Service category are as follows:

Information & Referral (I & R)

This is the classification only for CSBG agencies that utilize umbrella I & R units rather than incorporating the function into each program. List funding for that part of the local CSBG agency that fields all inquiries about available services, and makes referrals to community programs.

Family/Individual Counseling Programs

Programs providing one-to-one sessions with multi-problem individuals or families by certified counselors. *Comprehensive case-management for a long-term development program should be listed in Service Category 8, Self-Sufficiency.*

Local or State Needs Assessments and Other Community Outreach

- Projects undertaken by local or state CSBG agencies to identify and prioritize the needs of low-income citizens eligible for CSBG services and covering multiple problem areas and issues.
- Multi-purpose, general activities of units of local CSBG agencies that recruit volunteers and coordinate their activities and/or inform low-income citizens of numerous services for which they are eligible.
- Organizing community meetings.

- Coordinating community activities, such as beautification, recycling or crime prevention campaigns.

Transportation Projects

- Multi-purpose transportation components that take participants, young and old, to services they need within their communities.
- Provision of transportation to meet the various needs of the elderly and handicapped, which cannot be assigned to a single direct program purpose in Service Categories 1 - 6 or in the Health Service category.

Elderly Projects

Multi-purpose or miscellaneous projects not listed in other subcategories and that are primarily for elderly people. (Employment or hot lunch projects, even if exclusively for the elderly, would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects as support for multi-purpose senior centers or recreation as well as consumer and homemaker services.

Neighborhood/Community Development

General funding for neighborhood or community centers that are multi-purpose satellites of local CSBG agencies; community or economic development projects of local CSBG agencies; etc.

Summer Youth Recreation

Projects to involve low-income youth in summer activities.

Other Linkages Projects

Miscellaneous projects, such as full-year youth recreation projects; multi-purpose services for ex-offenders, etc. Please provide some details describing these projects.

Interagency Planning and Coordination

Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.

Community Organization and Brokerage/Advocacy Projects

- Comprehensive, multiple-purpose projects of local CSBG agencies to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency.
- Projects of state CSBG offices to increase statewide awareness of identified needs of low-income populations.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Service Category 8 - Self-Sufficiency

The purpose of this section is to capture expenditures being devoted to comprehensive, long-term programs of family development whose purpose is to help program participants achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty. While all CSBG expenditures in some way relate to these purposes, this section is for reporting on specific sub-grantee programs whose name and core purpose is related to such coordinated comprehensive strategies.

A significant number of Community Action Agencies are now incorporating comprehensive self-sufficiency programs into their program participant service practices. Recommendations from the states, CAAs and the National Information Systems Task Force suggested the CSBG/IS address these activities and their distinct services in a separate category. In order to determine what a comprehensive self-sufficiency program involves, refer to the description of fundamental elements.

A Comprehensive Self-Sufficiency Program is a comprehensive system of support services which promotes, empowers and nurtures families or family members toward self-sufficiency. At a minimum, the following elements are included in a comprehensive case management program:

- a comprehensive assessment of the issues facing the family or family members and the resources the family brings to address these issues;
- a written plan toward self-support created with each family;
- a comprehensive assortment of services that are available to implement the plan;
- a case management methodology used to track and evaluate progress, as well as adjust the plan as needed; and
- staff who are flexible and establish trusting and long-term relationships with participants.

Definitions of specific activities to be included in the Self-Sufficiency Service category are as follows:

Case Management

A system which helps program participants to achieve self-sufficiency through comprehensive education and other goal-oriented action, etc. under the guidance of a trained professional.

Child Care

Expenditures to pay for participants' childcare while they achieve program goals.

Family/Individual Counseling Programs

Counseling programs developed as part of the overall strategy for achieving self-sufficiency.

Cash Assistance

Purchases or cash grants to program participants.

Family Development/Intervention for Family Stabilization

This refers to resource mobilization by agency workers who either provide or have provided case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs. This includes activities to assist families and individuals in preventing or addressing personal and situational problems by arranging and/or providing short-term assistance in developing long-range plans to meet multiple needs and emergencies that are preventing self-sufficiency. Services include outreach, advocacy, informal counseling, information and referral, follow-up and promoting active program participant participation in the process.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Service Category 9 - Health

The purpose of this section is to capture the increasing number of health-related activities that states have historically reported under “Linkages: Other.” The categories below are those mentioned in notes provided by states on their past surveys. Programs historically reported under Nutrition should remain there, even though they promote good health.

Definitions of specific activities to be included in the Health Service category are as follows:

Transportation to Medical Services

Transportation of low-income people to and from medical services.

Medical or Dental Screening

Expenditures for services to assess medical or dental needs.

Immunization

Expenditures in support of immunization programs and/or for providing immunization.

Prevention of Drug Abuse or Alcoholism

Funding for programs of education and support of program participants for prevention of these health problems.

Treatment of Alcohol/Drug Abuse

Expenditures related to identification and in- or out-patient treatment of these addictions.

Pregnancy Related Maternal and Infant Health

Expenditures related to health services for expectant and new mothers and infants. If these services are predominantly nutritional, e.g., education and food, they should continue to be reported under the Nutrition Service category, as should CSBG expenditures which directly support the WIC program. If most of the resources are being spent for non-nutritional screening and services, report them here.

Family Planning Services

Family planning, counseling, information and/or assistance.

Rural Health Programs

All programs designed to coordinate/increase all health resources available in rural areas.

Homeless Programs

Any of the above activities specifically targeted to the homeless population.

Other Primary Health Care

This portion is for reporting direct primary services (services to eliminate disease, injury, malnutrition etc., not indirect help like education and prevention) funded by CSBG. Please provide additional information so we can fully understand the services offered. Medication, clinic visits, or home health care not covered in a subcategory above might fit here.

Other Health Programs

Any important health related services we may have missed above. Please provide us as much additional information as possible for any entries you make here.

Service Category 10 - Other Programs to Eliminate Causes of Poverty

While NASCSP hopes to keep the number of new categories down, we wish to ensure there is opportunity to report on every significant CSBG funded activity under a relevant heading.

While most leadership, advocacy, and partnership activity should be listed under linkages, if you feel there is a related effort that does not fit in the linkage category and you choose to list it as “Other,” you MUST provide an explanation.

If any funds are identified under the “Other” service category, please provide an attachment describing the types of programs funded.

Table 2: Age Group Category - Youth

Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically for young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-21).

Table 2: Age Group Category - Seniors

Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

INSTRUCTIONS FOR PART I: SECTION F

Other Resources Generated by the CSBG Network

All data, whether or not funded directly by CSBG, should be reported in Sections F.

Section F collects the data on all other resources administered and generated by the CSBG network. Section F is critical because it permits characterization of the work of the network as a whole and places the CSBG within a realistic context.

Some of the \$7 billion in the CSBG system cannot be categorized as funding coordinated through the CSBG. Section F summarizes all *non*-CSBG resources in local agencies.

This section assumes that states will gather information from their CSBG grantees, and that states will copy these pages for the distribution and collection of all relevant information.

IMPORTANT

*Please be extra cautious about identifying the **source** of funds for this section. This is particularly important when it comes to programs like the Childcare Development Block Grant (CCDBG) where funds go to the states, acquire another name, and are then used to contract with CAAs.*

Subsection I Federal Resources (other than CSBG)

The top of the Section F form asks for two important pieces of information:

Item I.1 **Name of Agency Reporting**

Item I.2 **Amount of FY 2008 CSBG funds allocated to reporting local agencies**

The amount of FY 2008 CSBG funds allocated to those agencies which are providing data in this section for federal, state, local and private funding. You should include any state CSBG discretionary dollars that were awarded to the eligible entities reporting under this section.

The form then provides a list of federal grant programs whose cash or commodity value should be listed.

Item I.3.a **Weatherization (DOE)** Weatherization Assistance Program funding from the U.S. Department of Energy. Include Petroleum Violation Escrow (PVE) oil overcharge funds used for this program.

Item I.3.b **LIHEAP - Fuel Assistance** Low-Income Home Energy Assistance Program funding from the U.S. Department of Health and Human Services. Include PVE oil overcharge funds used for this program.

Item I.3.c **LIHEAP - Weatherization** Low-Income Home Energy Assistance Program (LIHEAP) funding from the U.S. Department of Health and Human Services used to provide weatherization services.

Item I.3.d **Head Start (HHS)**
Head Start funding from the U.S. Department of Health and Human Services.

Item I.3.e **Early Head Start (HHS)**
Early Head Start funding from the U.S. Department of Health and Human Services.

Item I.3.f **Older Americans Act (HHS)**
Older Americans Act funding from the U.S. Department of Health and Human Services.

Item I.3.g **SSBG (HHS)**
Social Services Block Grant funding from U.S. Department of Health and Human Services.

Item I.3.h **Medicare/Medicaid (HHS)**
Medicare and Medicaid funding from U.S. Department of Health and Human Services.

Item I.3.i **Community Food and Nutrition (HHS)**
Community Food and Nutrition funding from U.S. Department of Health and Human Services. *This program no longer exists.*

Item I.3.j **Temporary Assistance to Needy Families (TANF)**
TANF Funds provided by the U.S. Department of Health and Human Services. This should include all programs funded by TANF to provide services to former welfare recipients including programs that assist families in remaining self-sufficient. It is critical to examine the ultimate source of the funds because often TANF funds are funneled through other programs.

Item I.3.k **Childcare Development Block Grant (CCDBG)**
Childcare Development Block Grant funds provided by the U.S. Department of Health and Human Services.

Item I.3.l **Other HHS Resources**
List all other funding from the U.S. Department of Health and Human Services not listed in Item I.3.a – Item I.3.k. List in order of size. For each program, please list the name and the funding source. Please DO NOT use acronyms and abbreviations.

Item I.3.m **WIC (USDA)**

Women, Infants and Children nutrition program funded by the U.S. Department of Agriculture.

Item I.3.n **All USDA Non-Food Programs**

All non-food programs funded by the U.S. Department of Agriculture, such as rural development and housing.

Item I.3.o **All Other USDA Food Programs**

All other food programs funded by the U.S. Department of Agriculture, including The Emergency Food Assistance Program (TEFAP).

Item I.3.p **CDBG – Federal, State, and Local**

Community Development Block Grant funding from the U.S. Department of Housing and Urban Development directly or indirectly through contracts with the state or local government.

Item I.3.q1 – Item I.3.q2 **Housing Programs (HUD)**

Funding from Section 8 and Section 202.

Item I.3.r **All other HUD including Housing Programs (HUD)**

All other homeless and housing programs funded by the U.S. Department of Housing and Urban Development. Includes the HOME program and the McKinney Homeless program.

Item I.3.s **Employment and Training Programs (US DOL)**

The Department of Labor JTPA programs were restructured by the Workforce Investment Act (WIA) of 1998. This item asks for all resources from *federal* funding sources that are for employment and training activities, whether through state agencies or Workforce Investment Boards.

Item I.3.t **Other U.S. DOL Programs**

Funds from any other U.S. Department of Labor resources not captured in Item I.3.s.

Item I.3.u **Corporation for National and Community Service Programs**

Funds provided to programs such as the AmeriCorps*VISTA and AmeriCorps*NCCC programs, the SeniorCorps (Foster Grandparent, RSVP, or Senior Companion) programs, Learn and Serve, or America Reads.

Item I.3.v **FEMA**

Emergency funds from the Federal Emergency Management Administration such as food assistance and disaster relief.

Item I.3.w **Transportation (U.S. DOT)**

Transportation funding from the U.S. Department of Transportation.

Item I.3.x Other Federal Sources

List all other federal funding sources not listed in Item I.3.a – Item I.3.w. Choose from the list of other federal departments in the pull down menu. If your funding source still is not in the list, record it in one of the empty fields. PLEASE PROVIDE THE FULL NAME OF THE FEDERAL DEPARTMENT. For each program, please list the name and the funding source. Please DO NOT use acronyms or abbreviations.

It is important that all programs listed under "Other" in Item I.3.l and Item I.3.x are carefully scrutinized at the state level. Often programs entered here belong in the more specific categories listed in Item I.3.a through Item I.3.w. For those programs that are listed in these fields, please provide as much detail as possible. This will aid NASCSP in disseminating the information in our annual statistical report. Please do not use program acronyms.

Total: Non-CSBG Federal Resources

Should equal the sum of Item I.3.a through Item I.3.x.

Subsection II State Resources

Please group funding sources under the categories provided under Items II.a through II.o.

Item II.a State-appropriated funds used for the same purpose as federal CSBG funds

This item asks for the amount of funds appropriated to reporting agencies that are governed under the same criteria as federal CSBG allocations. The figure reported here should include all of and only those funds that were allocated to local agencies as reported in **Section A, Item 5**.

<u>Item II.b</u>	<u>State Housing and Homeless Programs (including housing tax credits)</u>
<u>Item II.c</u>	<u>State Nutrition Programs</u>
<u>Item II.d</u>	<u>State Day Care and Early Childhood Programs</u>
<u>Item II.e</u>	<u>State Energy Programs</u>
<u>Item II.f</u>	<u>State Health Programs</u>
<u>Item II.g</u>	<u>State Youth Development Programs</u>
<u>Item II.h</u>	<u>State Employment and Training Programs</u>
<u>Item II.i</u>	<u>State Head Start Programs</u>
<u>Item II.j</u>	<u>State Senior Services</u>
<u>Item II.k</u>	<u>State Transportation Programs</u>
<u>Item II.l</u>	<u>State Education Programs</u>
<u>Item II.m</u>	<u>State Community and Economic Development Programs</u>
<u>Item II.n</u>	<u>State Rural Development Programs</u>
<u>Item II.o</u>	<u>State Family Development Programs</u>
<u>Item II.p</u>	<u>Other State Sources</u>

For Item II.p, list all other programs that made use of state funding sources. Please list the names of all programs and each program's specific funding source(s) and funding amounts. *Please write out all acronyms and abbreviations.*

*It is important that all programs listed under Item II.p are carefully scrutinized. Often programs entered here belong under the more specific categories listed in Item II.a through Item II.o. For those programs that are listed in this item, please provide as much detail as possible. This will aid NASCSP in disseminating the information in our annual statistical report. *Please do not use program acronyms unless you also provide the full name of a particular program or funding source.**

Total: State Resources

Should equal the sum of Items II.a through II.p.

Subsection III Local Resources

Please group funding sources under the categories provided under Items III.a through III.c.

Item III.a Amount of unrestricted funds appropriated by local governments

Item III.b Value of contract services

Item III.c Value of in-kind goods/services received from local government

Total: Local Resources

Should equal the sum of Items III.a through III.c.

Double Count Amount: Local Resources

If any of the local resources in Subsection III were also reported under Subsection I or II, Federal and State Resources, please estimate the amount here.

Subsection IV Private Sector Resources

Please group funding sources under the categories provided under Items IV.a through IV.g.

Item IV.a Funds from foundations, corporations, United Way, other non-profits

Item IV.b Other donated funds

Item IV.c Value of donated items, food, clothing, furniture, etc.

Item IV.d Value of in-kind services received from business

The CSBG office should provide guidelines for valuing in-kind donations. A consistent, reasonable statewide method is all that is required.

Item IV.e Fees paid by program participants for services

Amounts entered for this item should include all resources generated by a local agency for direct services to program participants. Examples are income through “sliding scale” fees charged for medical care, mental health services, or legal/tax assistance.

Item IV.f **Payments by private entities for goods or services for low-income program participants or communities**

Some subgrantees are paid by private entities, profit or non-profit, to provide services to those corporations. Most such arrangements are contractual. Examples are: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, even rental of space and equipment in the service area. This space is for recording the gross income from such arrangements. Contractual arrangements which are simply direct subcontracts or subgrants of state, local or federal funds should continue to be reported in the federal, state or local resources - and not reported here. This item is to record funding of a type not previously enumerated or which was historically assigned to a less appropriate category because the survey offered no item to capture these contractual arrangements involving the private or charitable resources of a non-governmental entity.

Item IV.g **Number of volunteer hours donated**

Volunteer *hours* are requested in Item IV.g. The figure entered here should be a whole number, should *not* be in currency format, and should not be added as part of the subtotal for Part IV.

Total: Private Sector Resources

Should equal the sum of Items IV.a through IV.f.

Total Federal, State, Local and Private Resources

TOTAL: OTHER RESOURCES (I, II, III, IV)

Should equal the sum of the Totals from Subsections I, II, III and IV (this does not include CSBG).

INSTRUCTIONS FOR PART I: SECTION G

Program Participant Characteristics

All data, whether or not funded directly by CSBG, should be reported in Sections G.

The purpose of Section G is to gather information on *all* of the program participants served by your agency. This demographic information will strengthen the 2008 CSBG/IS Statistical Report by demonstrating who is being served by CSBG agencies. For example: Are CAAs serving a significant proportion of the community's elderly population? How many program participants are employed?

While the collection of demographic data is complicated and time-consuming, this information enables decision makers at the federal, state and local levels to better understand who is benefiting from CSBG funded activities.

Preliminary Items

Item 1 Name of Agency Reporting

Item 2.a Total leveraged resources in your agency, including CSBG

This includes funds other than CSBG dollars. Please take the time to add up the allocations of the agencies reporting. *If all agencies in your state report in both Section G and Section F, the value of this item would be the same as the final total in Section F.*

Item 2.b Total CSBG Funds for FY 2008

The value of this item is the same as your agency's total CSBG obligations from Section A.2.a and A.2.c Actual.

Item 3 Total unduplicated number of persons about whom one or more characteristics were obtained

To obtain unduplicated counts, your agency will need to have a system to distinguish each individual so the number of services the individual is provided can be assigned to that individual. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, *not* seven services.

Item 4 Total unduplicated number of persons about whom no characteristics were obtained

If your agency has a system of unique identifiers, such as one that identifies an individual's name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of persons for whom characteristics were not obtained and enter the number here. These items should include all persons served in a local CSBG agency. If your agency cannot provide demographic characteristics for all persons it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported. Individuals calling into Information and Referral lines and

those receiving food boxes should not be counted if a way of determining unduplicated individuals here has not been established.

Item 5 **Total unduplicated number of families about whom one or more characteristics were obtained**

To obtain unduplicated counts, your agency will need to have a system to distinguish which family unit each individual belongs to so the total number of services the individuals in the family are provided can be assigned to the family. For example, if a 3 person family enters an agency and each individual receives one different service, an unduplicated count would record one family, *not* three individuals receiving services who are each assigned the same family characteristics (income level, household type, etc).

A family can be a single individual. For families of more than one individual, the definition of “family” is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter, her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a “single family.”

For the purposes of this survey, a “family” is defined using the definition provided by the DHHS, in the Federal Register/Vol. 56 No. 34 Wednesday, February 20, 1991, page 6859.

Item 6 **Total unduplicated number of families about whom NO characteristics were obtained**

If your agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of families for whom characteristics were not obtained and enter the number here. These items should include all families served in a local CSBG agency. If your agency cannot provide demographic characteristics for all families it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported. Families calling into Information and Referral lines and those receiving food boxes should not be counted if a way of determining unduplicated families here has not been established.

This requires that a similar system of unique identifiers be in place, which, in addition to identifying an individual, also identifies a family. For example, if a family member comes in and receives four services and another family member comes in and receives six services, an unduplicated count would record one family, *not* ten services, or two individuals. Agencies generally append the family code to all family members' individual identifiers.

Items 7-11: Characteristics of Individual Program Participants Receiving Services

Item 7.a - Item 7.b **Gender**

Gender should be noted as either male or female for each individual receiving services.

If all program participants listed in Item 3 reported their gender, the sum of Item 7.a and Item 7.b should be equal to Item 3. The sum should not exceed the value in Item 3.

Item 8.a - Item 8.h **Age**

This item applies only to the individual who is *receiving* services. Most agencies record the date of birth and later tally ages annually to provide this information.

If all program participants listed in Item 3 reported their age, the sum of Item 8.a through Item 8.h should be equal to Item 3. The sum should not exceed the value in Item 3.

Item 9.I.a - Item 9.II.f **Ethnicity/Race**

NOTE: This section has been modified to conform to the changes made by U.S. Census Bureau in reporting race and Hispanic origin on the 2000 Census.

We are now asking for information both on Ethnicity (Hispanic or not Hispanic) and Race. These are now two separate categories. Therefore, someone who reports Hispanic for ethnicity in Item 9.I will also report a race from the racial categories in 9.II.

Hispanic or Latino origin: For Census 2000, American Community Survey: People who identify with the terms "Hispanic" or "Latino" are those who classify themselves in one of the specific Hispanic or Latino categories listed on the Census 2000 or ACS questionnaire - "Mexican," "Puerto Rican," or "Cuban" - as well as those who indicate that they are "other Spanish, Hispanic, or Latino." Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

Black or African American. A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black, African Am., or Negro," or provide written entries such as African American, Afro American, Kenyan, Nigerian, or Haitian.

American Indian and Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian."

Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander."

Other race. Includes all other responses not included in the "White", "Black or African American", "American Indian and Alaska Native", "Asian" and "Native Hawaiian and Other Pacific Islander" race categories described above. Respondents identifying as multiracial, mixed, interracial, Wesort, or a Hispanic/Latino group (for example, Mexican, Puerto Rican, or Cuban) in the "Some other race" category are included here.

Multi-Race. Any two or more of aforementioned race categories

This item concerns only the individual who is *receiving* services. We are seeking information on the race and the ethnicity of program participants. Please select only one description for each individual.

Each program participant should be reported under Item 9 I.a or I.b. *They should not be reported under both I.a. and I.b.*

Additionally each program participant should be under Item 9, II.a, II.b, II.c, II.d, or II.e. They should only be reported once under Item 9 II. If a program participant self-identifies himself or herself as falling into more than one racial category they should be reported in Item II.f (multi-race).

If all program participants listed in Item 3 reported their ethnicity, the sum of Item 9 I.a through I.b should be equal to Item 3. The sum should not exceed the value in Item 3.

If all program participants listed in Item 3 reported their race, the sum of Item 9 II. a through f should be equal to Item 3. The sum should not exceed the value in Item 3.

Item 10.a - Item 10.e Education

Please note that this item **only** applies to individuals **24 years of age or older**. We are no longer asking for the characteristics "Non-HS grad/GED, teen or adult." Instead, we will determine the number of non-high school graduates based on the education levels reported for individuals 24 years of age or older. If you have any questions about this item, please call us.

Even if all adults listed in Item 3 reported their education, the sum of Item 10.a through Item 10.e should be significantly less than the value in Item 3 because Items 10.a through 10.e only includes adults. The sum of Item 10 should not exceed the sum of Items 6.e through h (age of adults).

Item 11.a - Item 11.b **Other characteristics**

Please note: We are attempting to gather the total number of individuals responding to each of these particular questions. *This requires that all program participants responding to the question be represented in the “number surveyed” column.*

For Item 11.a, every individual who responded to this question should be included in the “number surveyed” column. Only those responding who do *not* have health insurance should be included in the “number of persons” column. If an individual receiving services has any form of health insurance, including Medicare or Medicaid, they should be included in the “number surveyed” column only.

For Item 11.b every individual who responded to this question should be included in the “number surveyed” column. Only those responding who are disabled should be included in the “number of persons” column. The definition of “disabled” used in this report is taken from the Americans with Disabilities Act of 1990: “The term disability means, with respect to an individual - (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (b) a record of such an impairment, (c) being regarded as having such an impairment.” Any individual who responded to this question but is not disabled should be included in the “number served” column only.

Items 12-16: Characteristics of Families Receiving Services

Item 12.a - Item 12.f **Family Type**

Based on the composition of the family of the recipient, one of the five family types should be noted. If the family type of the recipient is not reflected in one of these types please mark “other.” If more than one member of a family receives services, the family should only be counted once.

If all families listed in Item 5 reported their family type, the sum of Item 12.a through Item 12.f should be equal to Item 5. The sum should not exceed the value in Item 5.

Item 13.a - Item 13.h **Family Size**

Please enter the number of people in the family of the person receiving services.

If all families listed in Item 5 reported their family size, the sum of Item 13.a through Item 13.h should be equal to Item 5. The sum should not exceed the value in Item 5.

Item 14.a - Item 14.k **Source of Family Income**

Please enter the type or types of income received by all persons in the family. It is understood that a family may have several sources of income, please indicate all sources of income for each family. Food Stamps, Medicaid and other in-kind benefits (LIHEAP, WAP, etc.) will not be included in these calculations.

Item 14.a **Unduplicated # of Families Reporting Income Source**

With this item we are attempting to collect an *unduplicated* count of families who provided information on sources of income in Items 14.c through 14.k. This will aid

NASCSP in determining what percentage of families responding were receiving a particular source of income and in understanding how many were in programs that record their income sources. If all families reported on their source(s) of income, the number would match the figure in Item 10. If you have any questions about this item, please call us.

Item 14.b **Unduplicated # of Families Reporting Zero Income**

Enter the unduplicated number of families reporting zero income.

Item 14.c **TANF**

Enter the unduplicated number of families that receive funds from the HHS Temporary Assistance for Needy Families program.

Item 14.d **SSI - Supplemental Security Income**

Enter the unduplicated number of families that receive SSI benefits. This is federal assistance usually provided to persons whose Social Security payments are inadequate.

Item 14.e **Social Security**

Enter the unduplicated number of families that receive Social Security benefits.

Item 14.f **Pension**

Enter the number of families that receive Pension benefits, including any type of income earned from private pensions, e.g. company retirement, IRA income or 401(k) (Keough).

Item 14.g **General Assistance**

Enter the unduplicated number of families that receive General Assistance. This is usually a state-funded program available for emergencies and in some instances becomes a regular source of income for single program participants. It has a variety of names, for instance, in some states it is called General Relief.

Item 14.h **Unemployment Insurance payments**

Enter the unduplicated number of families that receive Unemployment Insurance payments.

Item 14.i **Employment plus any other sources**

Enter the unduplicated number of families that have income from employment *and* from any other sources such as those included in this list.

Item 14.j **Employment only**

Enter the unduplicated number of families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses. Items 14.i and 14.j are mutually exclusive.

Item 14.k **Other**

Enter the unduplicated number of families that report other sources of income, including investments, rent etc.

Item 15.a - Item 15.f **Level of Income**

This item refers to income levels of the families served compared to the current HHS Poverty Income Guidelines for 2008, published annually in the Federal Register. Note that in 2006 we divided the categories, “up to 50%” and “51% to 75%”. Data is required for these new categories in 2008. If possible for FY 2008, please record the number of families at each of the six percentage ranges of the poverty level. If your agency cannot delineate income levels by these categories at this time, please record data for income up to 75% of poverty as in previous years.

If all families listed in Item 5 reported on their level of income, the sum of Item 15.a through Item 15.f should be equal to Item 5. The sum should not exceed the value in Item 5.

Item 16.a - Item 16.d **Housing**

Item 16.a **Own**

Enter the number of families that own their home.

Item 16.b **Rent**

Enter the number of families that rent their housing. Rent can be considered as money or services exchanged for housing and payment of a portion of rent in units shared with others.

Item 16.c **Homeless**

Enter the number of families that were homeless.

The definition of the term “Homeless” used for this report, taken from the Stuart B. McKinney Act, follows:

“Homeless” or “homeless individual” includes: (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and (2) An individual who has a primary nighttime residence that is: A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.” The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Item 16.d **Other**

If neither Item 16.a, nor Item 16.b or Item 16.c describes the family’s housing situation, record them here.

If all families listed in 5 reported their housing, the sum of Item 16.a through Item 16.d should be equal to Item 5. The sum should not exceed the value in Item 5.

PART II: Outcomes of Efforts

Part II of the NASCSP CSBG/IS Report is concerned with the **outcomes** that have been observed as a **result of the efforts** of local Community Action Agencies (CAAs). This section is about what has changed for low income families and communities, rather than the services and strategies the CAA has delivered. This section answers the “so what?” question that is at the heart of the Results Oriented Management and Accountability (ROMA, see below) principles and practices.

All observed and documented results of the efforts of CAAs, whether funded directly by CSBG or by other resources leveraged by CSBG funding, should be reported in Part II (refer to IM 49).

Results Oriented Management and Accountability

The 1994 Amendment to the CSBG Act specifically mentioned a requirement for CSBG eligible entities to **provide outcome measures** to monitor success in three areas: promoting self-sufficiency, family stability, and community revitalization as a response to the Government Performance and Results Act (GPRA) of 1993. GPRA requires that federally funded programs demonstrate measurable outcomes.

In August of 1994, Donald Sykes, the Director of the Office of Community Services (OCS), chartered the Community Services Block Grant (CSBG) Monitoring and Assessment Task Force (MATF). The MATF created six broad national goals for members of the Community Action Network to use when responding to GPRA. Two goals focus on family level outcomes, two goals address community level outcomes, and two goals specify agency level outcomes:

- Low-Income People Become More Self-Sufficient. (Family level)
- The Conditions in which Low- Income People Live Are Improved. (Community level)
- Low-Income People Own a Stake in Their Community. (Community level)
- Partnerships among Supporters and Providers of Services to Low-Income People are Achieved. (Agency level)
- Agencies Increase Their Capacity to Achieve Results. (Agency level)
- Low-Income People, especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems. (Family level)

The MATF advised OCS to support the development of their own management and accountability practices, and recommended a system to be known as “**Results-Oriented Management and Accountability**,” or ROMA. ROMA is the Community Action/CSBG Network approach to management and accountability that builds “results thinking” into the daily activities of employees and the daily operations of an organization. The ROMA principles and practices provide an avenue for organizations to continually evaluate the effectiveness of their programs and plot a course for improvements in agency capacity and performance. ROMA was defined as “a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater

effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.”

According to OCS guidance from 1996, “ROMA is a framework for marrying traditional management functions with the new focus on accountability. It is the common language for CAAs to use to respond to the Government Performance and Results Act of 1993, which requires that federally funded programs demonstrate measurable outcomes.”

When the CSBG Act was reauthorized in 1998, a specific reference to performance based reporting was included. Mandatory reporting was effective as of October 1, 2001. ROMA was identified as the framework to enable agencies to identify their results.

Note: Some of this information was provided by the National Peer to Peer ROMA Training and Certification Project. Additional history and background is available at their web site, www.roma-nptp.org, under the e-course tab.

Information Memorandum 49 – Program Challenges, Responsibilities and Strategies

In preparation for the 2001 mandatory report, OCS issued a memorandum (Feb. 2001) to be used to guide implementation of ROMA toward this end. Information Memorandum 49 (IM 49) provides guidance to states and local CAAs about how OCS views the implementation of ROMA. IM 49 reminds us of the original purpose of our network – and focuses on the family, agency and community dimensions (identified in the six national goals) of our work. IM 49 is the public policy document that sets ROMA within the context of compliance under GPRA, and provides guidance for both state CSBG agencies and the CAAs for managing client activities and reporting results.

OCS identified the following Core Activities as constituting ROMA implementation (Quoted from IM 49):

For State Agencies

- 1. The agency has developed, in coordination with eligible entities and the State CAA association, a State-wide vision statement that speaks to the goals and purposes of community action within the State and that supports the six national ROMA goals. The agency is encouraged to participate in, and contribute to, broader State anti-poverty/community development initiatives with outcome measures and goals compatible with ROMA;*
- 2. The agency has trained all its eligible entities (staff and boards) in outcome-based management, and that 80% of the entities use ROMA concepts to guide needs assessment, agency mission review, activity planning, resource allocations, service delivery, measuring and reporting results; Revised 2/21/01*
- 3. Eighty percent of the plans and program reports received from eligible entities in the State describe plans to achieve projected outcomes, and evaluate results based on measurable improvements of condition(s) among clients and/or communities served; and*
- 4. The agency submits complete, accurate, and timely annual reports to OCS on the "measured performance of the State and the eligible entities in the State" as required by Section 678E of Public Law 105-285, the Community Services Block Grant Reauthorization Act of 1998.*

For Eligible Entities

- 1. The entity and its board complete regular assessments of the entity's overall mission, desired impact(s) and program structure, taking into account: 1) the needs of the community and its residents; 2) the relationship, or context, of the activities supported by the entity to other anti-poverty, community development services in the community; and 3) the extent to which the entity's activities contribute to the accomplishment of one or more of the six ROMA national goals;*
- 2. Based upon the periodic assessments described above, the entity and its board has identified yearly (or multi-annually) specific improvements, or results, it plans to help achieve in the lives of individuals, families, and/or the community as a whole;*
- 3. The entity organizes and operates all its programs, services, and activities toward accomplishing these improvements, or outcomes, including linking with other agencies in the community when services beyond the scope of the entity are required. All staff are helped by the entity to understand the direct or indirect relationship of their efforts to achieving specific client or community outcomes; and*
- 4. The entity provides reports to the State that describe client and community outcomes and that capture the contribution of all entity programs, services, and activities to the achievement of those outcomes.*

*OCS received a number of comments from the Network questioning whether ROMA should involve programs beyond the Community Services Block Grant. After careful examination of the CSBG authorizing legislation, which speaks to program coordination requirements both within and beyond eligible entities, consultation with the MATF, and review of ROMA implementation activities that have occurred to date, OCS has concluded that it is both necessary and appropriate to apply ROMA concepts to the **work of community action, not CSBG alone.***

OCS believes that the six national ROMA goals reflect a number of important concepts that transcend CSBG as a stand-alone program. The goals convey the unique strengths that the broader concept of community action brings to the Nation's anti-poverty efforts:

- 1. Focusing our efforts on client/community/organizational change, not particular programs or services. As such, the goals provide a basis for results-oriented, not process-based or program-specific plans, activities, and reports.*
- 2. Understanding the interdependence of programs, clients and community. The goals recognize that client improvements aggregate to, and reinforce, community improvements, and that strong and well administered programs underpin both.*
- 3. Recognizing that CSBG does not succeed as an individual program. The goals presume that community action is most successful when activities supported by a number of funding sources are organized around client and community outcomes, both within an agency and with other service providers.*

Note: For the full text of IM 49, see www.roma1.org/files/CSBG_IM_49.pdf.

National Performance Indicators

In 2004, in an effort to capture consistent national outcome data around the Six National Goals, the MATF, with the assistance of the National Information System Data Collection Task Force (ISTF) and input from the entire Community Action Network, developed 12 national indicators of community

action performance. These indicators were selected because they capture many of the significant efforts community action engages in and because they are indicators that were commonly reported. These national indicators represent an effort to standardize some outcome measures to support efforts to aggregate and utilize outcome data at the national level. It is expected that agencies will continue to collect and report all indicators that are useful to their accountability and management efforts, beyond the 12 national indicators. These 12 indicators are helpful at the national level but are in no way intended to replace agencies' current data collection efforts.

The National Performance Indicators form the basis of a national system, adopted to standardize reporting of performance goals and performance indicator information for everyone in the CSBG network. These indicators are the framework for Part II of the NASCSP CSBG/IS Report: the Outcome of Efforts.

Instructions for completing Part II of the Survey

Please refer to the *Guide to Organizing and Reporting National Performance Indicators of Community Action Performance* for this section of the survey. On the forms, each national performance indicator is listed in its own chart with a row for each of the sub-indicators.

Blank Rows

There are several blank rows in each chart where you may include any additional indicators that cannot reasonably be included within the national indicators. However, please make every effort to include as many of your indicators as possible in the national performance indicators so that we can include them in our national analysis.

Notes and Clarifications

The charts also include space for you to record any significant narrative information for each of the six national goals, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data.

The Guide

The *Guide* is a detailed document to assist you in the implementation of collecting and reporting the national indicators. **PLEASE NOTE: You are strongly encouraged to read the entire guide before beginning to report your outcomes.** Each chart contains page references to the relevant sections of the guide for each indicator and many of the sub-indicators. Please refer to these sections of the guide for more information on the specifics of how to report each indicator.

Although the guide provides direction on how to report the national indicators in a standardized format and details, generally, what we are looking for under each indicator, it intentionally does not include definitions of terms. It is expected and encouraged that states and agencies will define their own terms based on their unique needs and communities.

IMPORTANT

Pilot tests were conducted to assist with the design and format of the Part II forms. Surveys indicated that those who were most successful at filling out these forms had read and familiarized themselves with the Guide, in its entirety, before attempting to complete the forms.

Appendix A

Examples to Guide the Section D Narratives

In general, keep in mind that the IS Report is trying to omit onerous financial accounting of all non-CSBG funding for each CSBG category in Section E, by replacing the numbers with clear, real-life examples showing what mobilizing and coordinating resources (both monetary and other) can do to address one or more of the causes of poverty. In the past, we asked how much HUD, HHS, state, and private or local funding was linked with CSBG programs. The stories that have replaced this should include information about your program, and give much more detailed information about how you link resources to meet needs. Therefore, your response should include facts about the process, the partners and their roles and financial contributions, and the exact uses of the CSBG funds that make it all possible, as well as identifying the need for and result of the program. Please keep the narrative to **one page or less**.

The stories below are examples. They were submitted in 2001 for Section D “success stories”; although they were not focused on explaining how resources are combined with CSBG to reduce poverty, they happen to include a lot of the necessary information, so we have showcased them together with comments on the additional information needed to complete your narrative for the new section E item.

Identify full name of CAA.

Well-defined need, programs and program gaps identified.

Idaho EL-ADA, INC.: Meals and Transportation for Homeless

In response to an increase in the homeless population in Boise late in 2001, the City of Boise, Idaho and the Salvation Army opened an emergency Winter Relief Shelter (WRS) and feeding program, where overnight lodging, lunch and dinner would be provided. However, the shelter is located a few miles from the city center where participants would typically obtain work and breakfast from the Boise Rescue mission. It was difficult for the homeless to get to the shelter and still come into town to try to obtain work, and many consequently remained on the streets without food overnight so they could find work in the morning.

Great touch to document - emphasizes the strong work ethic of the participants.

Tells who identified the problem and took the initiative. Good addition would be to tell how the problem was identified.

Good specifics!

No acronyms, please.

El-Ada, Inc., the Boise area CAA, contacted the City of Boise to see what could be done to provide transportation for the homeless from the shelter to downtown Boise. The City's budget was insufficient to secure transportation, and the Salvation Army had the staff and vehicles, but could not afford to provide the transportation without reimbursement. El-Ada pooled \$2,175 in CFNP funds with the City, and the Salvation Army to provide transportation for up to 132 people per day to and from the shelter. Running routes three times per day allows the residents to come into town for

breakfast and work in the morning, return to the WRS for lunch and afternoon programs, dinner and night shelter. Those not staying over night at WRS can be returned to town for dinner or work.

Demonstrates outreach to partners, mobilizing and problem solving. Include who paid your staff to do these tasks.

This service is the result of an effective partnership between local government, the faith community, and the local community action agency. Alone, none of the three agencies could provide the service, but they work together, and homeless people are able to secure shelter and food while maintaining employment and other responsibilities.

Good impact description!

Massachusetts Hampshire Community Action Commission - Housing:

The lack of affordable housing in Northampton, Massachusetts is a major issue for the low-income population. Over the last few years, as Northampton has “gentrified” and as Smith College has expanded in the center of the city, the amount of affordable housing stock has declined. When it became clear that Meadowbrook Apartments would be sold, with 252 units, 80% reserved for low and moderate income tenants, Hampshire Community Action Commission (HCAC) knew it had a role to play in preserving the affordability of those units. In partnership with the City of Northampton and others, HCAC worked at a variety of levels to see that the new owners did not reduce the number of affordable units.

Key partner named; name all partners and role of each.

A list would be OK here - which partners and levels?

Need and goal clearly defined; include explanation of the “gap” the CAA is filling – why could no other agency do what’s needed?

Detail what CSBG paid for, i.e. staff time and materials, etc.

Good touch to give a sense of time needed to develop project.

Using CSBG funds, HCAC’s Organizing Program helped the Meadowbrook tenants create a tenant’s organization and learn the skills necessary to advocate for their own interests. After working with the Mayor of Northampton and the tenants for six or seven months, HCAC organizers empowered the tenants to become proactive in addressing their concerns with the incoming management company. Through staff support and technical assistance, HCAC helped the tenants elect officers, take positions and conduct community actions.

Clear partnership definition.

As a result of these and other actions, including negotiations between the new owners and the Massachusetts Housing Finance Authority, HCAC expects that these buildings will become 100% affordable housing for thirty years. The tenants have new skills and an organization to help them look out for their own interests and HCAC is helping to eliminate a significant condition of poverty in the county.

Good to list important new partner.
Include list of all
contributed by partners.

Nice extra touch to
give a human example of
the outcome of the project,
but please replace real names
for confidentiality.

Too modest!
That's a change from
80% to 100%- 51 more
low-income units than
planned! Emphasize
your own victories!

Helen is a 38-year-old white, single mother of an eight year old. She has an Associate degree but does not work because of multiple disabilities. She is a low-income person who has lived in subsidized housing at Meadowbrook since her son was born. She was very concerned about losing her subsidized housing. Helen doesn't own a car and relies on buses and taxis to get around. She says, "Living at Meadowbrook means I can pay my rent, my bills and buy food to feed my family. If I had to move, I couldn't meet all these obligations".

Here would be the place
to list any data on outcomes, impact,
value, and future expectations.

Appendix B

Federal Resources

AGENCY	FEDERAL PROGRAMS
USDA	Rural Rental Housing Loans
	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program)
	Child and Adult Care Food Program
	Summer Food Service Program for Children
	Nutrition Education Training Program
	Emergency Food Assistance Program (Administrative Costs)
	Nutrition Program for the Elderly (Commodities)
	WIC Farmer's Market Nutrition Program
	Rural Development Grants (formerly FmHA)
	Empowerment Zones Program
HUD	Housing Counseling Assistance Program
	Community Development Block Grants/Entitlement Grants
	Community Development Block Grant/Small Cities Program
	Emergency Shelter Grants Program
	Supportive Housing Program
	Shelter Plus Care
	HOME Investment Partnerships Program
	HOPE 3
	Housing Opportunities for Persons with AIDS
	Opportunities for Youth - Youthbuild Program
	New Approach Anti-Drug Grants
	Section 8 Housing Choice Vouchers
	Lead-Based Paint Hazard Control - Privately Owned
DOJ	Crime Victim Assistance
	Edward Byrne Memorial State & Local Enforcement Assistance Discretionary Grants Program
	S.T.O.P. Violence Against Women (Violence Against Women Formula Grants)
	Grants to Encourage Arrest Policies & Enforcement of Protection Orders
DOL	Senior Community Service Employment Program
	Migrant and Seasonal Farmworkers
	Job Training Partnership Act
	Welfare to Work Grants to States and Localities
	Workforce Investment Act
	One-Stop Career Center Initiative

AGENCY	FEDERAL PROGRAMS
	WIA Dislocated Workers
	Employment and Training Administration Pilots, Demonstrations
	Homeless Veterans Reintegration Project
DOT	Formula Grants for Other than Urbanized Areas
	Capital Assistance Program for Elderly Persons and Persons with Disabilities
	Occupant Protection Grants
IRS	Tax Counseling for the Elderly
ARC	Wrap Around Childcare
SBA	Small Business Loans
EPA	State Indoor Radon Grants
	Sustainable Development and Challenge Grants (Innovative Community Partnerships)
DOE	Weatherization Assistance for Low-Income Persons
FEMA	Emergency Food and Shelter National Board Program
EDU	Adult Education - State Grant Program
	Title I Program for Neglected and Delinquent Children
	Special Education - Grants to States
	Rehabilitation Services
	Special Education - Preschool Grants
	Safe and Drug-Free Schools and Communities - State Grants
	Adult Education National Leadership Activities
	Even Start - State Educational Agencies
	Even Start - Statewide Family Literacy Program
HHS	Programs for Prevention of Elder Abuse Neglect and Exploitation Title VII
	Long Term Care Ombudsman Services for Older Individuals Title VII Chapter II
	Disease Prevention and Health Promotion Services Title III - F
	Special Programs for the Aging Title III, Part B Support Services and Senior Centers
	Special Programs for the Aging Title III, Part C, Nutrition
	In Home Services for Frail Older Individuals Title III – Part D
	National Family Caregiver Program
	Centers for Research and Demonstration for Health Promotion
	Ryan White Title IV
	Childhood Lead Poisoning Prevention Projects
	Abstinence Education
	Transitional Living for Homeless Youth
	Education and Prevention to Reduce Sexual Abuse of Runaway, Homeless Street Youth
	Temporary Assistance for Needy Families

HHS	Healthy Start Initiative
	HIV Prevention Activities - Non-Governmental Organization Based
	Block Grant for Prevention and Treatment of Substance Abuse
	Preventive Health and Health Services Block Grant
	Maternal and Child Health Services Block Grant
CNCS	Retired and Senior Volunteer Program
	AmeriCorps
	Foster Grandparent Program
	Volunteers in Service to America
	Senior Companion Program
SSA	Social Security - Disability Insurance
	Supplemental Security Income
AGENCY	FEDERAL PROGRAMS
	Low-Income Home Energy Assistance
	Community Services Block Grant - Discretionary Awards
	Community Food and Nutrition
	Childcare and Development Block Grant
	Family Violence Prevention and Services
	Family Violence Prevention & Services/Grants for Battered Women's Shelter
	Head Start
	Native American Programs Title V
	Community Food and Nutrition
	Runaway and Homeless Youth
	Foster Care Title IV-E
	Social Services Block Grant
	Family Violence Prevention and Services/Grants for Battered Women's Shelters - Grants to States and Indian Tribes
	Independent Living Program
	State Children's Insurance Program (Title XXI) (Child Health Plus)
	Medicare - Supplementary Medical Insurance
	Medical Assistance Program
	Health Care Financing Research, Demonstrations and Evaluations
	Ryan White Title I
	Ryan White Title II